

**TOWN OF SMITHSBURG, MD
MAYOR AND COUNCIL
REGULAR MEETING MINUTES
August 8, 2023**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, August 8, 2023 at 7:00 PM with Mayor Donald Souders, Councilmembers Tracey Knight-Simane, David Dan, James Fritsch, and Roberto Gonzalez. Councilmember Jon Snyder was absent. Also in attendance was Town Manager Brian Brandt, and Clerk/Treasurer Jenni House. The meeting was opened with the Pledge of Allegiance led by Councilmember Dan.

Approval of Agenda: On a motion by Councilmember Dan, second by Councilmember Knight-Simane to approve the agenda, with the addition of the resignation of the Election Board Chairperson. **Motion carried.**

Approval of Meeting Minutes:

- Executive Session Minutes – June 6, 2023
- Regular Meeting Minutes – July 11, 2023
- Special Session Minutes – July 25, 2023
- Executive Session Minutes – July 25, 2023

On a motion by Councilmember Dan, second by Councilmember Fritsch to approve the minutes from the Regular Meeting on July 11, 2023 as presented. **Motion carried.**

On a motion by Councilmember Fritsch, second by Councilmember Knight-Simane to approve the minutes from the Special Session on July 25, 2023. **Motion carried,** with Councilmember Dan abstaining.

On a motion by Councilmember Gonzalez, second by Councilmember Snyder to approve the executive minutes from June 6, 2023 as presented. **Motion carried.**

On a motion by Councilmember Fritsch, second by Councilmember Gonzalez to approve the executive minutes from July 25, 2023 as presented. **Motion carried,** with Councilmember Dan abstaining.

Approval of Treasurers Reports: **On a motion,** by Councilmember Fritsch, second by Councilmember Knight-Simane to approve the Treasurers Report as presented. **Motion carried.**

COMMUNITY ORGANIZATION REPORTS:

SEMS Report: Dale Fishack submitted the following report via email. Total calls for service were 140 calls with 27 calls out of county, with 17 calls in Franklin County and 10 in Frederick County.

Smithsburg Fire Co- Phil Rohrer submitted the following report: Total number of calls 40. Mutual aid given, Frederick County 4, Franklin County 6.

Phil Rohrer thanked the Town for helping at the carnival. Thanks Town Public Works employees for stopping by when the Fire Company had a sewer leak. Thanked Kathryn Gratton for helping them obtain a grant.

MAYOR'S REPORT: Mayor, Donald Souders reported the following:

- Attended the Washington County Chapter of MML's July meeting in Williamsport with Town Manager, Brian Brandt.
- Attending the Eagle Scout Court Ceremony for Matthew Smith at Lions Community Park.

- Participated in a conference call with representatives from RK&K and Town Manager, Brian Brandt to discuss several current or pending projects.
- Participated in a conference call with MML in preparations for next year's summer conference.
- Participated in the preliminary planning meeting for the EDC along with VP Knight-Simane, Town Manager, Brian Brandt, Liz Farmer, and Ben Rodriguez.
- Participated in a meeting along with Town Manager Brian Brandt, and representatives from Greenwill Consulting to discuss potential FY25 funding sources for renovation of the sewer lift station.
- Would like to thank all the staff (Smithsburg Police Dept.), volunteers, attendees for another successful National Night Out here in Smithsburg.
- Would like to thank Rittenhouse Shuster and the Western Maryland Consortium for their intern program this summer and the work that Rittenhouse did with our PW Department.
- Would like to thank the many volunteers of the EDC and Yvonne Ford for their help in working to ensure our Smithsburg Farmers Market could continue through its transition.

TOWN MANAGER'S REPORT: Town Manager Brian Brandt reports the following:

- Quick update on Sewer System, Town flow totals again near record lows (145,460/GPD in July) and (140,842 GPD in June). We have now completed Task order #5 to bring us to our totals of (38 Manholes and 1,992' of Mainline), Pleasants is waiting on the liner to be delivered and will begin Task Order #6 (10 Man Holes, 1,493' Mainline).
- Attended Cloverly Dam Safety meeting
- Attended Parks Commission meeting
- Attended MML meeting at Williamsport
- Attended Fall Sports Meeting with Charlotte Zies
- Attended preliminary planning meeting for EDC
- Met with Mayor Souders and Greenwill Consulting to discuss a plan for obtaining funding for renovation/ replacement of our (3) sewer lift stations.
- Met with Dave Haller and Rhiannon Dodge (RK&K) to complete everything required to move forward with the release of the \$1,000,000.00 om funds for the Water Street Project. Send out letter to State Historical Trust, awaiting response.
- Multiple meetings with Danielle and her team from RK&K, have sent out updated report of completed and proposed work schedules to MDE for our MS4 Program
- Conducted 3 interviews who responded back of the 7 applicants.
- SCADA system to begin installation in the next couple of weeks
- Taken delivery of the Kubota 2610. Rauch CCTV equipment, and Line Locator, still waiting on the delivery of the Water Leak detector
- Mountain Shadows, overlay project complete, Huntzberry Brothers Inc. will give us a date for beginning the roadway, parking lots and walking path in Veterans Park
- Work is continuing at #1 Pavilion at Lions Park

Councilmember Dan ask Town Manager, Brian Brandt, about purchasing a wood chipper, and the Town Manager stated he was already looking into that.

APPROVAL OF DEPARTMENTAL REPORTS:

Circuit Rider/ Grant Writer

Planning & Zoning Department

Police Department

Public Works Department

On a motion by Councilmember Dan, second by Councilmember Gonzalez to accept the Departmental reports as presented. **Motion carried.**

APPROVAL OF COMMISSION REPORTS/ MINUTES:

Economic Development Commission (emergency meeting 7/31/2023)

Parks Commission

Planning Commission

SCAC (No Meeting in June)

Library Advisory Board

On a motion by Councilmember Knight-Simane, second by Councilmember Fritsch to accept the Commission reports as presented. **Motion carried.**

CITIZENS COMMENTS/CONCERNS:

None

OLD BUSINESS:

Adopt Ordinance 2024-06 Easement Agreement for the Mt. Shadows Waterline Loop Project: Town Manager, Brian Brandt stated he has been in contact with Mr. Harshman; however, the Easement Agreement has not been signed. **On a motion** by Councilmember Dan, second by Councilmember Gonzalez to table this item until the August 22, 2023 meeting. **Motion carried.**

NEW BUSINESS:

Discuss/ Consider Organization Fund Requests; Smithsburg Days Committee: Smithsburg Days Committee member, Rich Sneckenberger requested \$5,000.00 for fireworks that will be set off the evening of Smithsburg Days. **On a motion** by Councilmember Dan, second by Councilmember Knight-Simane to approve the request for \$5,000.00, with the funds coming from Hotel/ Motel. **Motion carried.**

Committee member, Rich Sneckenberger then ask for \$15,000.00 to have a band at Smithsburg Days. **On a motion** by Councilmember Knight-Simane, second by Councilmember Fritsch to approve the request for \$15,000.00 with funds coming from Hotel/ Motel. **Motion carried.**

Discuss/ Consider Halloween Costume Kid's Parade: Jamie Fogle and Melody Bernard requested to have a children's costume parade on October 14, 2023, starting at Veterans Park and continuing to the square. Ms. Fogle requested W. Water St be shut down from Veterans Park to Maple Ave. There were be vendors and a food truck, Cluck'n Around BBQ, after the parade. **On a motion** by Councilmember Knight-Simane, second by Councilmember Dan to approve the request. **Motion carried.**

Discuss/ Consider Lions Park Road Overlay Project: Town Manager, Brian Brandt stated the roadways in Lions Park are bad, and since Huntzberry will be in town paving Mt. Shadows and Veterans Park, Lions Park could be added as change order #1. A quote was obtained from Huntzberry, and the total cost would be \$87,060.00, and funds would come from Highway User. **On a motion** by Councilmember Dan, second by Councilmember Gonzalez to approve the paving of Lions Park for \$87,060.00, with funds coming from Highway User. **Motion carried.**

Present Employee PTO Policy Revision Draft (Information Only): Mayor Donald Souders stated Council had a copy of the draft, and we would discuss this matter at the August 22, 2023 meeting when Town Attorney Edward Kuczynski was present. Councilmember Dan stated he would like to see employees be able to roll over PTO time, and would like to see comp time for salary employees. This item will be added to the August 22, 2023 meeting agenda.

Accept resignation of Tara Keplinger, Election Board Chairperson: On a motion by Councilmember Fritsch, second by Councilmember Dan to accept the resignation of Tara Keplinger, and immediately post the open position. **Motion carried.**

Councilmember Remarks:

Councilmember Gonzalez: no comment

Councilmember Knight-Simane: Thanked Yvonne Ford, Town Staff and Mayor Souders for stepping up and helping with the Farmers Market. Councilmember Knight-Simane stated there were 14 vendors, food truck and music for the rest of the Farmers Markets this season. Councilmember Knight-Simane stated NNO was a great time. She thanked Liz Farmer, Ben Rodriguez and all volunteers for helping with the Farmers Market.

Councilmember Fritsch: No Comment

Councilmember Dan: Thanked Charlotte for numbering the meeting documents. Stated the I&I number were very impressive. Councilmember Dan stated he was very excited about the customer portal that Council approved at the last meeting. Stated Council as a whole work together to get stuff done.

Next Mayor & Council Special Session: Tuesday, August 22, 2023 7:00 PM, 2nd Floor, Council Chambers
Next Regular Mayor & Council Meeting: Tuesday, September 5, 2023 7:00 pm, 2nd Floor Council Chambers

Next Commission Meetings:

- Economic Development Commission: Thursday, Aug. 24, 2023, 7:00 PM, 1st Floor Conference Room
- Smithsburg Community Activities Commission:
- Parks Commission: Monday, August 14, 2023, 7:00 PM, 1st Floor Conference Room
- Planning Commission: Tuesday, August 15, 2023 7:00 PM, 1st Floor Planning Room

MOTION TO ADJOURN

On a motion by Councilmember Fritsch, second by Councilmember Knight-Simane to adjourn the meeting at 7:51 PM, **motion carried**

Respectfully submitted,
Jenni House
Clerk/ Treasurer